

Certification Inspection Report

BRITISH COLUMBIA PROGRAM

at

CANADA LANGFANG SECONDARY SCHOOL

LANGFANG, HEBEI PROVINCE

PEOPLE'S REPUBLIC OF CHINA

NOVEMBER 13-14, 2017

INTRODUCTION

On November 13-14, 2017, a certification inspection was completed on Canada Langfang Secondary School (CLSS) in Langfang, Hebei Province, People's Republic of China, termed the School in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (B.C.) education program have been met, according to the *B.C. Global Education Program – Offshore Schools Certification Agreement*. The inspection team (the Team), appointed by the Executive Director of International Education, British Columbia Ministry of Education (MoE) in accordance with the *B.C. Global Education Program – Offshore Schools Certification Agreement* (the Agreement), consisted of Tom Grant and Henry Contant (Chair).

The School's B.C. program has an enrolment of 136 students, in grade 10 -12. The School is in its 7th continuous year of operation as a B.C. offshore school. The School is housed within a host school, China Petroleum Pipeline Bureau Middle School, a large Chinese public school that houses over 3400 students on a secure 20 acre campus with extensive facilities. The Chinese host school has demonstrated its support for CLSS by dedicating a former 6 story administrative building for the exclusive use of the B.C. program. Not only is this arrangement of current benefit to the identity and development of the B.C. program, it also provides ample room for future expansion of the program.

During their visit to the School, the Team reviewed all standards required in the *B.C. Global Education Program – Offshore Schools Certification Agreement* and *Operating Manual* and met with the offshore school representative (OSR), B.C. principal, B.C. vice-principal, B.C. teachers, the Chinese host school vice-principal, the international director, Chinese homeroom teachers and other support staff.



The School's owner/operator, Sunny Bai, Beijing Kezhi Times International Consulting Company Ltd. (BKTICCL) is responsible for the B.C. program. The owner/operator was not present during the inspection visit, although the Team had opportunity to speak with him via phone during the inspection visit.

BKTICCL operates five other B.C. programs in various centers throughout China, as well as an alternate post-secondary institution which supports students in their process of gaining admission and travel visas to study abroad. In addition, the owner/operator operates Lowell High School, a Group 4 independent high school in Vancouver, British Columbia. CLSS sends students to Lowell High School as part of its short term winter program.

The CLSS B.C. program's philosophy and objectives self-described in the student and parent handbook were observed by the Team. The School's primary mission is to *"prepare our students for success in a rapidly changing world by providing a supportive learning environment that recognizes and respects individual differences, encourages students to challenge personal limits and promotes excellence."*

At Canada Langfang Secondary School, the staff are expected to:

- set clear expectations with natural consequences for choices made
- provide a safe and comfortable learning environment
- encourage tolerance and diversity by respecting individual differences
- model good citizenship and leadership
- help students set and achieve attainable goals
- teach knowledge and skills
- encourage students to develop positive attitudes and to become independent learners.

Students at CLSS are offered the opportunity to achieve dual certification; upon graduation, it is possible for students to receive both the B.C. Dogwood Diploma as well as a Chinese diploma for Chinese courses completed alongside the B.C. program. Through their studies at CLSS, *"students gain access to western universities, and enter their programs of choice with the tools and experience necessary to achieve their academic goals."*

The Team would like to thank Canada Langfang Secondary School for its hospitality, cooperation and preparedness for the inspection visit.

The School has satisfactorily addressed requirements contained in the previous inspection report.

Requirement Met Requirement Not Met Not Applicable

Comment:

There were no requirements contained in the last inspection report of November 14-15, 2016.



BUSINESS PLAN

The Owner/Operator has submitted a Business Plan to the B.C. Ministry of Education, confirming the sustainability of the program.

Requirement Met Requirement Not Met

Comment:

The Team reviewed the School's business plan with regards to the long term growth of the B.C. offshore school program and confirms the findings as described in the annual report. The School continues to grow steadily each year. This 2017-18 school year 52 new grade 10 students were accepted into the program and it is encouraging to see that student retention rates are strong.

The School has maintained its standard with regards to a basic level of English language proficiency as a prerequisite for admission into the B.C. program. As the School continues to experience successful graduating classes, the School's reputation within the community continues to grow as well. Positive CLSS alumni stories and extensive use of WeChat serves as an effective means of promoting the B.C. program.

Commendation:

The School is commended for its continued growth in both enrolment numbers and positive reputation within the community.

OWNERSHIP AND AGREEMENTS / BUILDING AND SAFETY COMPLIANCE 2.0

2.1 The owner/operator meets all requirements as set forth in the B.C. Global Education Program Offshore Schools Certification Agreement (the Agreement).

Requirement Met Requirement Not Met

Comment:

The Team was pleased to see the owner/operator has developed an emergency plan for natural disasters (i.e. fires earthquake) and for any event that would cause an unplanned temporary or permanent closure of the school. These emergency plans have been vetted for accuracy and functionality by the OSR.

Commendation:

The School is commended for developing an emergency plan for natural disasters (i.e. fires earthquake) and for any event that would cause an unplanned temporary or permanent closure of the School, well in advance of the July 31, 2018 deadline.



2.2 The School meets local building, safety and cafeteria codes and regulations. The facilities are deemed to be suitable to support the B.C. program.

Requirement Met Requirement Not Met

Comment:

The Team confirms the School meets local building, safety, and cafeteria codes and regulations. However, the School has not yet conducted a Fire and Safety drill this semester, and is encouraged to do so immediately. There needs to be an increased level of consciousness regarding school safety and security issues.

The current facilities are adequate for the delivery of the B.C. Program and will continue to be sufficient for projected program growth well into the future.

Requirement:

The School must conduct a fire and safety drill immediately, and continue to conduct a series ongoing drills for fire, earthquake and lockdown on a regular and ongoing basis each year.

ADMINISTRATION 3.0

3.1 Offshore School Representative (OSR) - The owner/operator must appoint an individual to act as offshore school representative. This individual must be confirmed by the province and must meet all of the requirements set out in section 14 of the Agreement.

Requirement Met Requirement Not Met

Comment:

The OSR's experience with B.C. offshore schools goes back to 1998, when he taught the first graduating class in a B.C. offshore school. He held leadership positions within this School prior to moving back to Canada in 2010. For 5½ years the OSR worked at Thompson Rivers University (TRU) as Associate Director International Student Services and Study Abroad. In his role at TRU the OSR visited B.C. offshore schools across China, as well as in Thailand and Qatar. He first took on an OSR role with a B.C. offshore school in 2014 and currently serves as OSR with five B.C. offshore schools in China. In short, he is highly qualified to serve as an OSR for the School.

Commendation:

The OSR is to be commended for both his visionary and practical leadership, extensive network across the B.C. offshore school community, continued support of the B.C. principal and passionate advocacy of the B.C. graduation program.



3.2 The principal meets the requirements as outlined in section 3.2 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The principal is in her first year as B.C. principal of CLSS. She began her teaching career in Alberta where she taught in a public school for 9 years. She then moved to British Columbia where she served an additional 27 years teaching within a public school district in an elementary school (15 years) and high school (12 years). She has one year of prior administrative experience serving as a vice-principal.

3.3 The School meets the administrative support requirements as outlined in section 3.3 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The School has built in administrative supports to strengthen the B.C. program. The School has three administrative assistants provided by Beijing Kezhi Times International Consulting Co. Ltd (BKTICCL). They assist in translating all documents, as well as maintain student records, including collection and organization. Finances are handled through an arrangement made between the host school and the owner/operator.

The School is also supported with a new vice-principal/teacher. In addition, the School benefits from the services of the international director. She is a long time employee of the host school, and invaluable in the development of the B.C. program and in all aspects of working with the host school, parents and students within the B.C. program.

The School uses Harts-*Windsor-TESS* administrative software for the electronic transfer of data to the Ministry as outlined in Schedule F of the Agreement.

The School building has fiber optic internet, with Wi-Fi routers throughout the School to ensure internet connectivity as outlined in Schedule F of the Agreement. However, the Inspection Team experienced poor internet connectivity during their two days at the School, a problem echoed by the B.C. teachers and principal.

Commendation:

The international director is commended for her positive support and invaluable assistance to the B.C. Principal, B.C. Teachers, students and parents within the B.C. Program. In addition, she remains an important communications link between the Chinese host school and the B.C. program.



Requirement:

The School is required to improve the internet connectivity in order to effectively deliver the B.C. program.

3.4 The School meets the Student Record requirements as outlined in section 3.4 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The School meets the student records requirements as outlined in Section 3.4 of the inspection catalogue. Student files were examined and found to be complete in all required elements, with one exception. The current grade 10 class has yet to sign the School's Technology Acceptable Use Declaration policy that is required by the School, and filed in their student file.

The Team noted that the School has no identified students with medical or legal alerts.

All student records include the appropriate ELL assessments.

3.5 The School meets the teacher certification requirements as outlined in section 3.5 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The Team confirms that all Authorized Persons under the Agreement possess valid and current certification under the B.C. Teacher Regulation Branch, with two teachers on an approved exemption while their applications are in progress.

The School had challenges in hiring B.C. certified teachers for this current school year. The Team noted that the Ministry of Education granted temporary exemptions until November 1, 2017 for two teachers whose Certificate of Qualification applications are still 'in process'. A second exemption was granted to both of them until December 13, 2017.

The Inspection Team made it clear to the owner/operator, OSR, Principal, and each individual teacher without B.C. Certification, that the Ministry of Education would not be granting a third exemption.

The Inspection Team recommends that the owner/operator, OSR, BKTICCL superintendent and B.C. principal develop suitable contingency plans for delivery of the B.C. curriculum by B.C.



certified teachers by mid-December, in the event the teachers currently hired do not obtain their required B.C. certification by the December 13, 2017 final deadline.

All teacher files are securely stored and were found to be complete in all required aspects including a copy of each teacher's contract, TRB certification, and B.C. Ministry of Education personal information consent form.

Employment contracts between teachers and owner/operator clearly outline the terms of employment.

The Team confirms that the teacher assistants have a valid local Criminal Record Check.

EDUCATIONAL PROGRAM 4.0

4.1 The School meets the requirements for curriculum implementation outlined in section 4.1 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The School has been active in preparing for the transition to the new redesigned B.C. curriculum. The grade 10 – 12 redesigned curricula will be available for voluntary use in this school year and will become the official curriculum in the 2018/19 school year. The teachers have begun to review and discuss the new curriculum and the upcoming Numeracy Assessment. Many of the teachers have begun to experiment with different teaching and assessment strategies which will be elements of the redesigned curriculum. The Team reviewed and confirms that the School has a professional development plan for the year which is focused on the transition.

Commendation:

The Team commends the School for its use of staff meetings as a vehicle to prepare for the transition to the new reorganized B.C. curriculum.

4.2 The School meets the requirements for English language assessment and acquisition as outlined in section 4.2 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The School uses language assessment instruments as part of the application process and to inform teachers of students' language proficiency.



The application process is supervised by the principal in collaboration with the international director. Prospective students complete a BKTICCL ELL Instrument which assesses student abilities in the areas of reading, writing, speaking and listening. The principal marks the assessment and then forwards a list of suggested applicants to the director who contacts parents and offers places in the program.

Historically the school conducted 'School Writes' where students' writing was assessed. Given the changes in the curricula, the principal is examining the efficacy of the instrument and will examine alternate assessments to guide instruction.

The teachers informally assess students' language proficiency daily through their interactions in classes. The Team observed multiple examples of teachers modifying instruction to support ELL learners.

The School has a clearly articulated set of courses organized to support language acquisition as well as earn credits toward graduation. During their grade 10 year, students are enrolled in both an ELL and an English 10 course. Both focus on the elements of language and communication. During the grade 11 year the students scaffold to English 11 and Communications 11 and complete their language studies with Communication 12 and English 12 in their final year. The school offers support by the Chinese teachers and a peer tutoring program during the evening study program.

The School should continue to be proactive in developing, sharing and implementing more specific ELL learning strategies.

4.3 The School meets the course credit requirements (equivalency, challenge, exemptions and BAA courses) as outlined in section 4.3 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The Team confirms that the School meets the course credit requirements as outlined in the inspection catalogue for offshore schools.

The School offers a BAA course "Introduction to English and Social Studies 10" (YESFL 10B). The School offers courses that are exempted from having B.C. certified teachers teach the courses in English. The appropriate letters of permission were presented to the Team. These courses are: PE 10 and 11; Chinese History 10; and Mandarin 11 and 12.



4.4 The School meets the course overview/course planning requirements as outlined in Schedule B Part I, 2. (d) of the Agreement; namely, that all B.C. program courses offered in the School meet or exceed the ministry learning outcomes/learning standards identified in the educational program guides for each course.

Requirement Met Requirement Not Met

Comment:

The School meets the learning outcomes identified in the program guides. At present the teachers use an overview framework developed by BKTICCL. The Team observed overviews from every teacher that articulated content, Big Ideas, Prescribed Learning Outcomes, and Learning Intentions. The School is encouraged to review the template overviews to ensure they include the Big Ideas, Learning Standards, Curricular Competencies, Core Competencies, and how Assessment (Self-Assessment & Classroom Assessment) supports student learning in each course.

4.5 The School meets the instructional time allotments requirements as outlined in section 4.5 of the Inspection Catalogue for offshore schools, including the requirements set out in sections 1.1 to 6, with the exception of s. 4(5)(b), 4 (6), 5 (8)(a) and (d) and s. 5.3 of Ministerial Order 41/91, the Educational Standards Order, enacted under the Independent School Act.

Requirement Met Requirement Not Met

Comment:

The Team confirms that the School meets the instructional time allotments as outlined in the inspection catalogue for offshore schools. The School instructional day is 5 hours and 20 minutes, 976 hours per year and is in session for 183 days annually.

4.6 The School meets the assessment methods requirements as outlined in section 4.6 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The School is very professional in ensuring that school marks accurately reflect individual achievement in the B.C. curriculum.

The Team observed teachers utilizing formative assessments in multiple classroom situations. They are designed to provide information to the student on performance and to the teacher to guide their instruction. The Team observed self-assessments and feedback to other students were effectively incorporated into many classes. Each overview articulates assessment



strategies to be utilized by the teacher as part of their instruction and evaluation.

The School will also conduct formal summative assessments in courses.

The Team confirms that there is an acceptable discrepancy between class marks and provincial exam results. The provincial exam results have remained steady in both Communication12 and English 12 and the School Exam results in both show a steady improvement over the last 3 years.

The School has carefully set up appropriate invigilation procedures for provincial assessments. The principal, vice-principal, and B.C. and Chinese teachers invigilate exams to ensure security is appropriate. All computers used for B.C. exams are equipped with security features as per B.C. exam protocols. The Team observed students during an online exam session and all computers worked appropriately.

4.7 The School meets the learning resources requirements as outlined in section 4.7 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The Team confirms that the school's library resources are adequate and support student learning. The library is well stocked with textbooks, class sets of novels, English and Chinese newspapers, Chinese magazines and other Chinese and English novels. The library has a 30 - station computer lab which has access to some online encyclopedia resources. The School should investigate on-line resources which could support the B.C. redesigned curriculum.

The staff and students utilize 30 workstations in the main computer lab along with the library lab. All B.C. classrooms are equipped with large projector smartboard style boards with a TV/computer processor. Some of the boards on the upper floors do not function as adequately as those on the main floor. Wi-Fi is available throughout the school but connectivity and speed are a concern.

The School has some technical concerns regarding the upcoming Numeracy Assessment. The principal plans to organize a simulation in the two computer labs to ensure that they have the technical capability to run 60 assessments at the same time. Any technical or connectivity concerns should be addressed prior the first numeracy assessment session.

Some teachers rely on photocopying of materials to enhance classroom materials. The photocopiers are not always reliable, and toner and paper are not always available, especially on weekends when teachers are preparing lessons.



The computer technician in the main school provides staff with technical support.

Textbooks and workbooks are available for most courses, but teachers augment language based courses with additional teaching materials, some purchased with personal funds. The School was granted approximately 80,000 RMB in November 2015 by the main partner school to add books to the library. There are no additional funds for this year.

Commendation:

The Team commends the School for its many and varied teaching resources.

4.8 The School meets the student progress report requirements as outlined in section 4.8 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The Team confirms that the School meets the student progress report requirements as outlined in the inspection catalogue. Four formal progress reports are issued as well as “In Progress” (Interim) reports as required for students who are at risk. Student/parent/teacher conferences are held in November and meetings can be requested at any time.

The School communicates with parents and students about the school and student progress through September welcome meetings and use the Chinese homeroom teachers to contact parents when appropriate and required. Parents and Chinese staff belong to a QQ and WeChat group and a parent/student handbook is issued electronically as well.

Commendation:

The School is commended for its communication with parents and students regarding the School and student achievement.

POLICY DEVELOPMENT 5.0

5.1 The School meets the parent/student handbook requirements as outlined in section 5.1 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The Team reviewed the School’s current 2017-18 student handbook. It contains appropriate information for students and their parents categorized in four major sections on topics such as:



Section I: Mission Statement and Philosophy

- Student Code of Conduct

Section II: School Staff

- Principal
- Teachers

Section III: School Organization and Procedures

- Courses Offered
- Textbook Distribution
- Computer/Internet Use Policy
- Student Attendance
- Extracurricular Activities
- Emergency Procedures
- School Calendar

Section IV: Assessment and Evaluation and Admission Requirements

- Course Previews
- Assessment Activities
- Grading Student Performance
- Reporting Student Progress
- Promotional Practices
- Behaviour Policies and Appeal Procedure

Commendation:

The School is commended for developing a student handbook that is relevant, informative and helpful for parents and students alike.

5.2 The School meets the teacher handbook requirements as outlined in section 5.2 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The Team reviewed the School's 2017-18 Teacher Handbook. The 27 page Handbook contains detailed information required by teachers to help them understand their unique roles and responsibilities as professional teachers with the B.C. Offshore School Program. It contains appropriate information for teachers and support staff categorized in six major sections on topics such as:

Section I: Mission Statement and School Philosophy

Section II: CLSS A Unique Teaching Environment

Section III: Professional Responsibilities

Section IV. School Organization

Section V: Assessment and Evaluation



Section VI: School Routines and Procedures
 Appendix
 Student Referral Discipline Form

Commendation:

The School is commended for developing a thorough teacher and staff handbook.

COURSE ACCREDITED VIA DISTRIBUTED LEARNING 6.0

6.1 The School meets the Distributed Learning requirements as outlined in section 18 of the Agreement and Section 6 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met Not Applicable

Comment:

The School deliver the following courses via DL: Calculus 12

CONCLUSION

Commendations

The Inspection Team wishes to recognize the owner/operator, principal and staff of Canada Langfang Secondary School for:

- Its use of staff meetings as a vehicle to prepare for the transition to the new reorganized B.C. curriculum;
- Its continued growth in both enrolment numbers and positive reputation within the community;
- Developing an emergency plan for natural disasters (i.e. fires earthquake) and for any event that would cause an unplanned temporary or permanent closure of the School, well in advance of the July 31, 2018 deadline;
- The OSR's visionary and practical leadership, extensive network across the B.C. offshore school community, continued support of the B.C. principal, and passionate advocacy of the B.C. graduation program;
- The international director's positive support and invaluable assistance to the B.C. principal, B.C. teachers, students and parents within the B.C. program. In addition, she remains an important communications link between the Chinese host school and the B.C. program;



- Its many and varied teaching resources;
- Its communication with parents and students regarding the School and student achievement;
- Developing a student handbook that is relevant, informative and helpful for parents and students alike;
- Developing a thorough teacher and student handbook.

Requirements

In order to meet the requirements of the *B.C. Global Education Program – Offshore Schools Certification Agreement*, the Team requires that by February 28, 2018, the owner/operator provide the Executive Director of International Education, responsible for B.C. Global Education Program - Offshore Schools, with a plan and timeline for proposed implementation of the following items:

- The School must conduct a fire and safety drill immediately, and continue to conduct a series of ongoing drills for fire, earthquake and lockdown on a regular and ongoing basis each year.
- The School is required to improve the internet connectivity in order to effectively deliver the B.C. program.

SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Executive Director of International Education that, contingent on responding to the above requirements to the satisfaction of the Executive Director of International Education, the British Columbia education program offered at Canada Langfang Secondary School (CLSS) be recognized as a British Columbia-Certified School.

